

How To:

Set Up Email in
Windows 8 Mail





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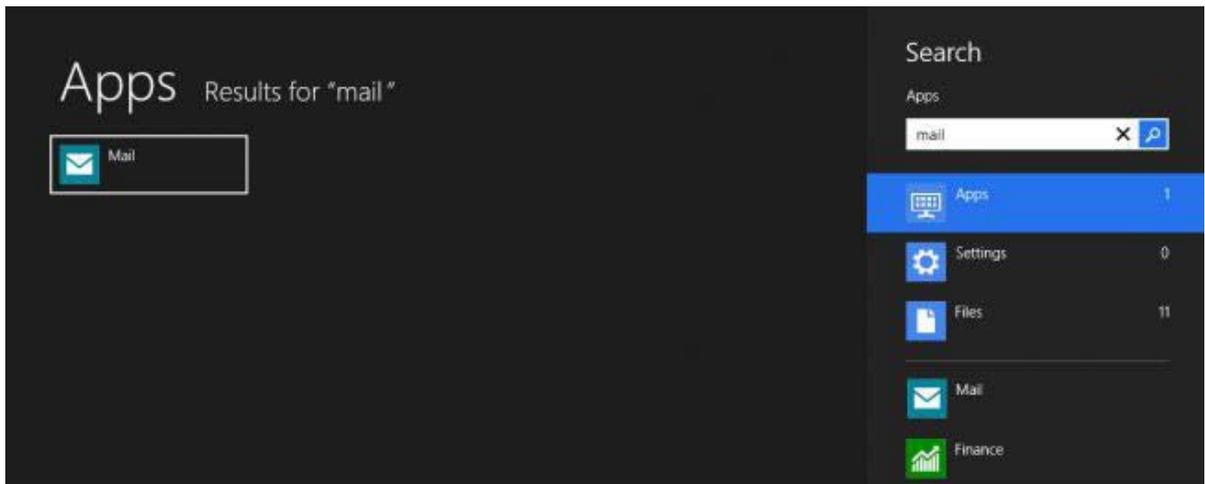
Introduction

This guide takes you step-by-step through the process of setting up a new email account in Windows 8 Mail.

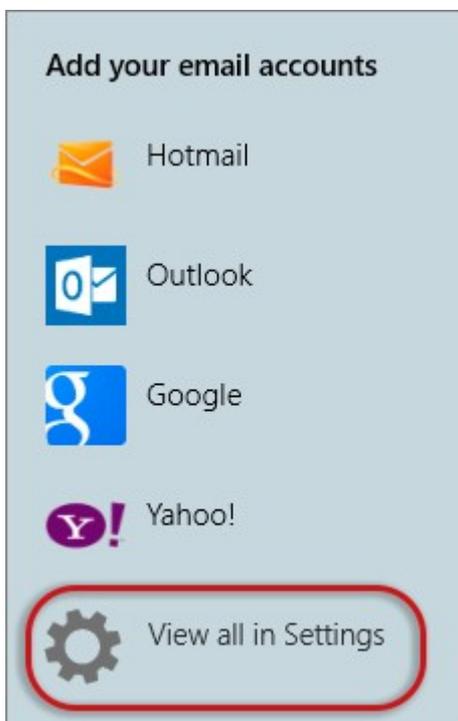
Note: This guide defaults to **IMAP** and **No SSL**.

Setting up Email for Windows 8

1. Search for **Mail** and launch the Mail app.

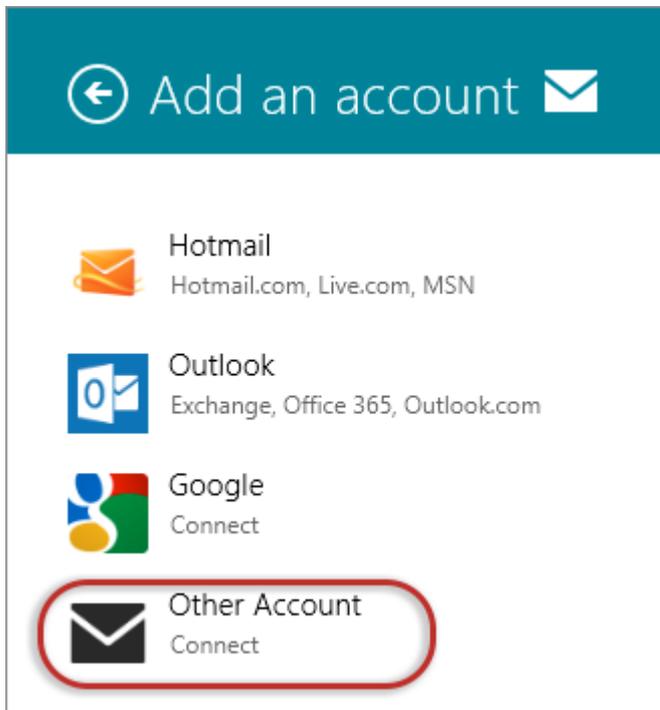


2. Select **View all in Settings** from the bottom left of the screen.

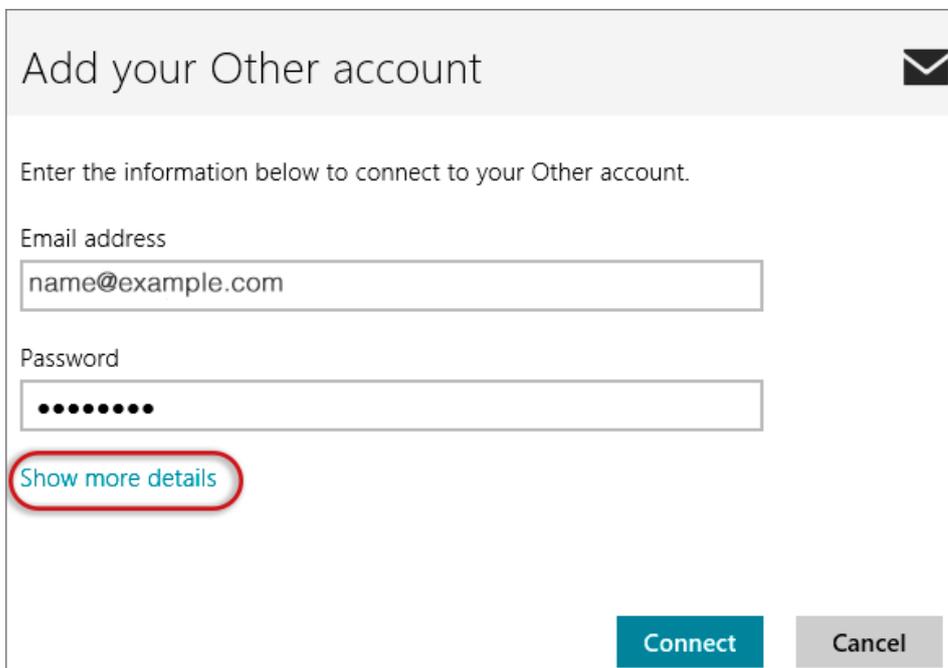




3. Select Other Account



4. Select **Show more details**.
5. Add your information as follows:



- **Username** is the full email address
- **Password**



- **Incoming (IMAP) email server** starts with “mail.” and your domain name.
 - Port is 143
 - SSL Checkbox is not ticked
- **Outgoing (SMTP) email server** starts with “smtp.” and your domain name
 - **Port** is 587
 - SSL Checkbox is **not** ticked
- The last 2 checkboxes **are ticked**
- **Click Connect.**

Add your Other account

Enter the information below to connect to your Other account.

Email address

Username

Password

Incoming (IMAP) email server Port

Incoming server requires SSL

Outgoing (SMTP) email server Port

Outgoing server requires SSL

Outgoing server requires authentication

Use the same username and password to send and receive email

[Show fewer details](#)

Congratulations! You have completed your account setup. Your email is set up and ready to send and receive mail.